



**ezHASiL CENTRALIZED INTERFACE
USER MANUAL**

- ezHASiL -

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PART A: INTRODUCTION

1. Purpose

This document is intended as a simple user guide for the ezHASiL Centralized Interface system.

2. System Requirements

Requirements	Details
Processor	At least Intel Pentium® III 400Mhz
Memory	At least 128 megabyte (MB)
Operating System	Microsoft Windows® XP or higher
Web Browser <ul style="list-style-type: none"> • Microsoft Internet Explorer 8.0 or above • Mozilla Firefox • Google Chrome • Safari 	128-bit encryption
e-Filing digital certificate	

3. Web Browser Settings

For users using web browser from Microsoft like Internet Explorer 8.0 or higher or Google Chrome, the web browser's setting needs to be set. Please follow these steps:

- Removing *pop-up blocker* – Open Tools → Internet Options → Privacy → Pop-up Blocker → Uncheck *Turn On pop-up blocker (Disable Popup Blocker)*.

PART B: ACCESS TO ezHASiL WEBSITE

Browse the official ezHASiL website at this link, <https://ez.hasil.gov.my/>.



The screenshot shows the official ezHASiL website. At the top, there is a navigation bar with links for 'Info', 'Bantuan', 'Soalan Lazim', and 'Hubungi Kami'. Below this is the LHDN logo and the 'HASiL' branding. The main banner features a hand interacting with a tablet displaying various service icons, with the text 'm-Filing' and the URL 'https://mfiling.hasil.gov.my'. On the right side, there is a 'Log Masuk' (Login) section with a form for entering identification details. Below the login form, there are links for 'Perkhidmatan' (Services) and 'Pengumuman' (Announcements).

Log Masuk

Sila masukkan No. Rujukan (No. Pengenalan) dan Kata Laluan. Klik **Hantar**.

No. Kad Pengenalan Baru
 No. Polis
 No. Tentera
 No. Pasport

Semula **Hantar**

Permohonan No Pin
 Login Kali Pertama
 Terlupa Kata Laluan
 Pengaktifan Kod Sementara

Perlukan bantuan?
 1-800-88-5436 (LHDN) /
 603-7713 6666 (Luar Negara)

Pengumuman

17 Okt 2014
 Penutupan Kaunter LHDNM Cawangan UTC
 Sempena Hari Deepavali 2014

08 Okt 2014
 Penutupan Kaunter LHDNM Cawangan UTC
 Sempena Awal Muharram 2014

PERKHIDMATAN

ByrHasil
 e-Daftar
 e-Data PCB
 e-Data Praisi
 e-Filing
 e-Filing
 e-Kemaskini

Arkib » Lagi ...

Hak Cipta Terpelihara 2015 Lembaga Hasil Dalam Negeri Malaysia

1. ezHASiL's USER MODULE

1.1 Login (Log Masuk)

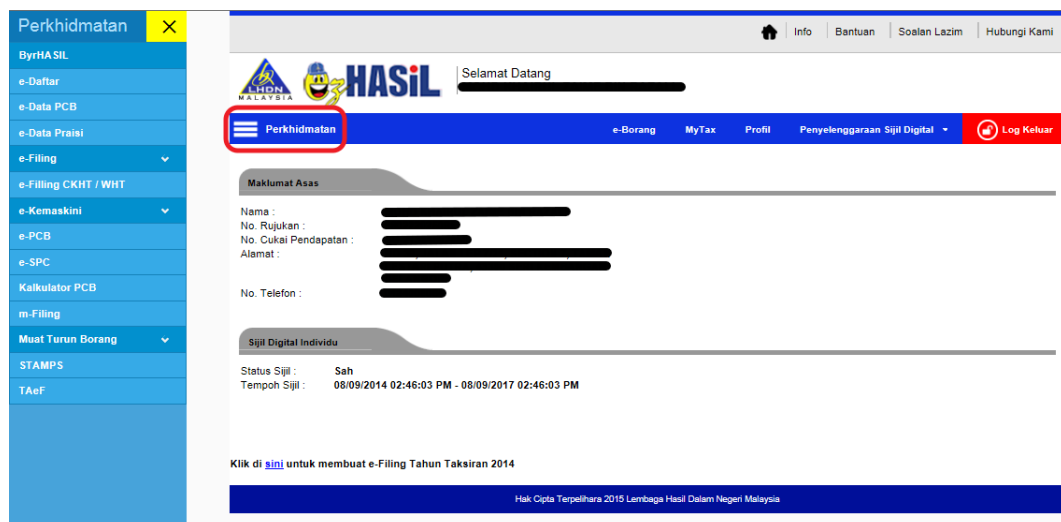
This function is used by both individual and organization users. Each user must activate their **PIN** first using **First Time Login (Login Kali Pertama)** in order to get their digital certificate.

- i. Browse <https://ez.hasil.gov.my/>.



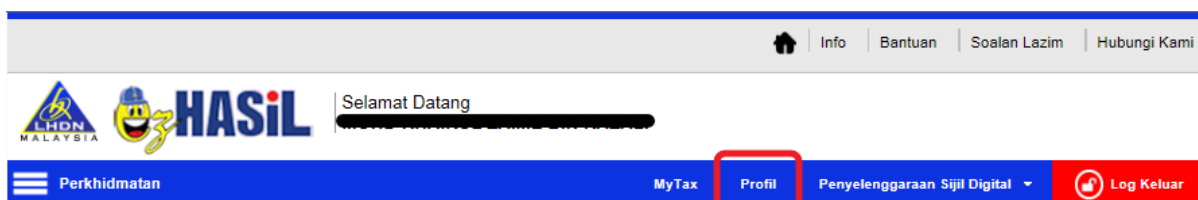
- ii. Enter **Identification Number (No. Pengenalan)** and correct **Password (Kata Laluan)** and click **Send (Hantar)** button.

The system will display the user's profile page as below.



- iii. The list of services offered can be viewed by clicking the **Services (Perkhidmatan)** menu as above.

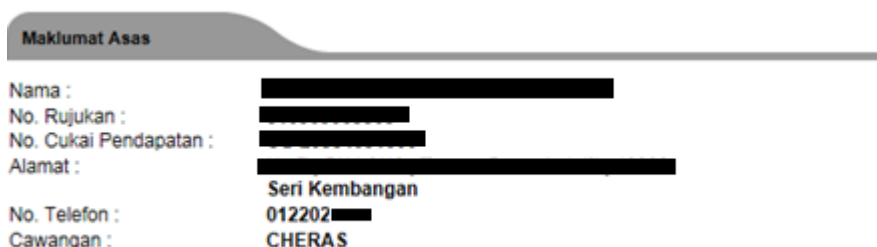
1.2 Profile Page (Laman Profil)



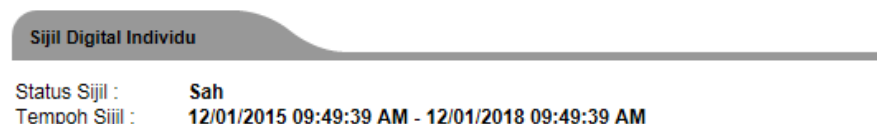
The profile page for the user will be displayed upon successful login into the system. The profile page can be displayed again by clicking the **Profile (Profil)** menu on the top right of the screen.

On the profile page, the system will display:

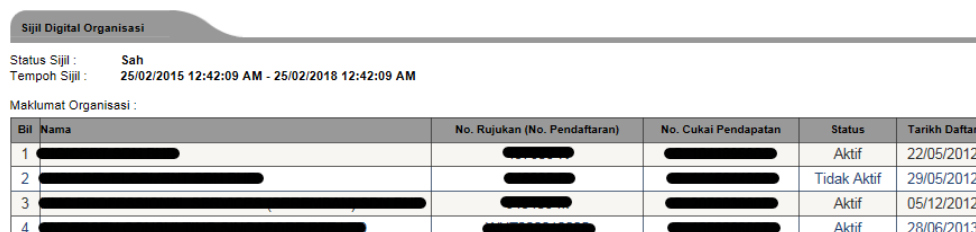
- **Basic Information (Maklumat Asas)** – Name, Reference Number (Identification Number), Tax Reference Number, Address, Telephone Number, Branch.



- **Individual Digital Certificate (Sijil Digital Individu)** – Certificate Status and Certificate Validity.



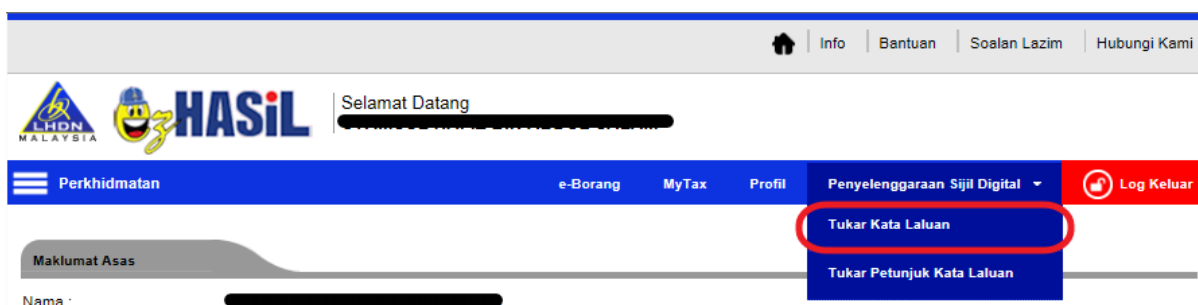
- **Organization Digital Certificate (Sijil Digital Organisasi)** – Certificate Status, Certificate Validity and Organization information’s table (for individuals with Organization digital certificate).



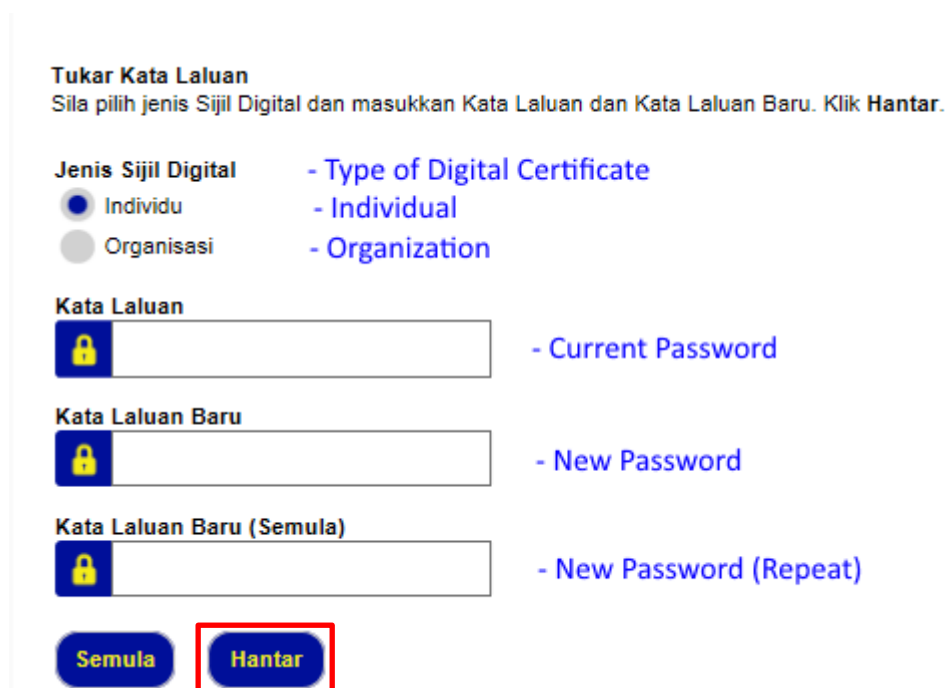
NOTE: Individuals who owns both individual and organization digital certificate will only be able to see both certificate’s information if the password for both certificate is identical.

1.3 Digital Certificate Maintenance –Change Password (Tukar Kata Laluan)

There are two main functions under **Digital Certificate Maintenance (Penyelenggaraan Sijil Digital)** which is **Change Password (Tukar Kata Laluan)** and **Change Password Hint (Tukar Petunjuk Kata Laluan)**. These functions can be accessed from the menu bar as below. The **Change Password** function's purpose is to change the digital certificate's current password to a new one.



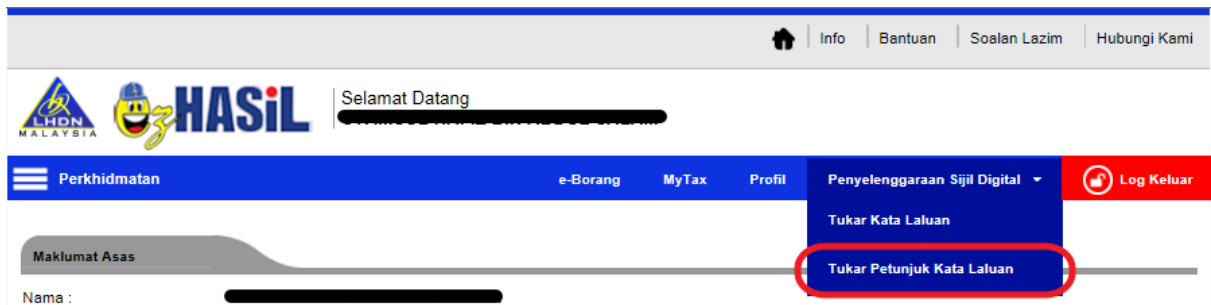
- i. Click Digital Certificate Maintenance (Penyelenggaraan Sijil Digital) and click Change Password (Tukar Kata Laluan). The following screen will be displayed.

The screenshot shows the 'Tukar Kata Laluan' (Change Password) form. At the top, it says 'Sila pilih jenis Sijil Digital dan masukkan Kata Laluan dan Kata Laluan Baru. Klik Hantar.' Below this, there are two radio button options for 'Jenis Sijil Digital': 'Individu' (selected) and 'Organisasi'. To the right of these options are the labels '- Type of Digital Certificate' and '- Individual' and '- Organization'. There are three password input fields, each with a lock icon on the left: 'Kata Laluan' (Current Password), 'Kata Laluan Baru' (New Password), and 'Kata Laluan Baru (Semula)' (New Password (Repeat)). To the right of these fields are the labels '- Current Password', '- New Password', and '- New Password (Repeat)'. At the bottom, there are two buttons: 'Semula' and 'Hantar'. The 'Hantar' button is highlighted with a red box.

- ii. Enter Reference Number (Identification Number), current Password and new Password and click the Send (Hantar) button. Password must be between eight (8) and twelve (12) characters.
- iii. Successful message will be prompted.

1.4 Digital Certificate Maintenance –Change Password Hint (Tukar Petunjuk Kata Laluan)

The Change Password Hint function is used to change user password's hint.



- iv. Click Digital Certificate Maintenance (Penyelenggaraan Sijil Digital) and click Change Password Hint (Tukar Petunjuk Kata Laluan). The following screen will be displayed.

Tukar Petunjuk Kata Laluan
Sila masukkan No. Pengenalan, Kata Laluan, Petunjuk Kata Laluan Baru dan Jawapan.
Klik Hantar.

Kata Laluan
 - Current Password

Petunjuk Kata Laluan (Baru)
 - New Password Hint

Jawapan
 - Answer

Jawapan (Semula)
 - Answer (Repeat)

- i. Enter Reference Number (Identification Number) and Password, select new Password Hint (Petunjuk Kata Laluan), and fill in the Answer (Jawapan) and repeat the Answer again. Click the Send (Hantar) button.

1.5 My Tax

MyTax function is used by taxpayer to access their inbox that stores messages sent by ezHASiL system.

